

PEACE CORPS
Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

RFQ Number: CL01

Date: September 28, 2023

Peace Corps/North Macedonia is soliciting fixed-price quotations from you and several of your competitors for the supplies and services detailed below.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form by email to:

Name: Julijana Lukareva
E-mail: jlukareva@peacecorps.gov

Quotations are due no later than 09:00h on October 13, 2023. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the individual noted above in advance of the RFQ due date. No phone calls please.

Peace Corps North Macedonia will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the required supplies and services to the selected vendor.

A. Statement of Work/Description of Requirements

The expected period of performance will be December 1, 2023, to November 30, 2024, with the option to renew for an additional four (4) one-year periods. The quote should include a monthly charge for services. The quote should be in **MKD inclusive of VAT** and any other applicable charges and should also include any equipment, uniforms, and/or supplies. **The quote should be for each option period with a firm fixed price. There is no possibility of further changes to prices once the contract is signed.**

Item	Description (see SOW below for details)
001	Working hours 7:00 a.m. – 3:00 p.m.
002	Cleaning a 3-floor, 1000 square meter office space
003	Sorting out the trash/paper/plastic
004	Coordinating pickup of recycled paper
005	Cleaning interior windows and all glass surfaces
006	Watering plants
007	Using adequate cleaning supplies provided by the vendor, especially for maintaining the medical unit – always using separate supplies
008	Wearing clean, neat and vendor marked uniform

- Cleaners should have a clean criminal record.
- Vendor should have designated back-up/substitute cleaner whenever needed.

Statement of Work/Specifications

Peace Corps/North Macedonia requires the following services:

(1) Office cleaning Services:

- Cleans building common areas, including lobby, guard booth, restroom, elevator, hallways, and stairs three times per week.
- Cleans and resupplies 3 restrooms in the Peace Corps North Macedonia office.
- Brings all office trash and debris to the designated garage disposal area.
- Cleans all offices, meeting rooms, and hallways, including emptying all wastebaskets, dusting, and cleaning all furniture and equipment, cleaning floors, and vacuuming.
- Empties shredders and coordinates pickup of recycled paper.
- Cleans the office kitchens and lunchroom, including collection of used towels.
- Cleans interior windows and all glass surfaces.
- Waters plants.
- Provides and uses high quality cleaning supplies to maintain a high level of hygiene throughout the office.
- Provides and uses separate high quality cleaning supplies appropriate for a medical facility within the Peace Corps medical unit (approximately 100 square meters).

(2) Other cleaning Services:

- Performs other duties, as assigned, including occasional cleaning of other Peace Corps leased properties on an as needed basis.

(3) General:

Contractor must comply fully with all applicable Macedonian laws and regulations in effect during the life of this contract regarding labor, insurance, worker's compensation, medical, social security, etc.

The Contractor must supply all necessary equipment (complete uniforms, supplies, etc.) and continuous professional training to its employees assigned to work under this Contract throughout the contract period at no additional cost. This also includes processing of related government license, notarial, permitting, and/or documentation fee(s) charged by third parties throughout the contract period at no additional cost. The Contractor must ensure that adequate staff are always available for duty (including back-ups for when an assigned cleaner is unable to report for duty for any reason).

While the Contractor's employees are on duty under this Contract, they must:

- Wear all the pieces of a clean uniform.
- Carry the identification provided to them.
- Be respectful while carrying out their duties.

While the Contractor's employees are on duty under this Contract, they may not:

- Arrive late for their shift or depart early from their shift.
- Sleep.
- Use Peace Corps devices (i.e., phones, computers) for personal reasons.
- Use personal devices (i.e., phones, tablets, and computers) to a degree which will unduly distract them from carrying out their responsibilities.
- Entertain personal visitors.
- Be under the influence of drugs or alcohol.

The entire operation of the contracted services shall be supervised by the Contractor, who shall maintain close communications with the Peace Corps Points of Contact (POCs) to coordinate the performance of contracted services with the needs of the Peace Corps Mission. The Contractor shall carry out appropriate performance reviews and/or inspections to ensure that the requirements of this contract are being met. If a shortcoming in performance is detected by the Contractor, the Contractor must immediately bring it to the

attention of the POCs and rectify the shortcoming. The Contractor is responsible for taking disciplinary action with respect to their employees as may be necessary. The Contractor shall immediately report to POCs in writing any termination of contract personnel and the cause of such termination.

Peace Corps North Macedonia reserves the right to demand the immediate removal of any Contractor employee whose services, performance and/or efficiency is deemed to be contrary to the Government's interest. If this should happen, the Contractor must name a suitable replacement for the Contractor employee within five (5) business days or less.

B. Place of Performance

- Daily cleaning services - Office is located at 8 Udarna brigada #2, Skopje
- Other Peace Corps leased properties – Residences are around Skopje

C. Contract Terms and Conditions

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

D. Minimum Criteria:

A quotation will not be considered further if it does not meet the following minimum criteria:

- Provides uniform for the janitor.
- Provides equipment and/or supplies, with separately assigned supplies for cleaning the medical unit (please submit a reference list for the cleaning supplies to be used).
- Designate a backup cleaner whenever needed (with advanced notice due to length of background investigation procedure).
- Ensures assigned cleaner and backup cleaner have a clean criminal record.
- Accepts contract template provided by the Peace Corps office.
- Provides offer with prices in MKD that include VAT (monthly and total per year).
- Signs and returns RFQ by required due date.

E. Evaluation Factors:

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

- Price
- Delivery Timeframe
- Payment Terms
- Past Performance/Reference Checks

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

All vendors that submit quotations in response to this RFQ will be notified of the results.

[End of RFQ]

ATTACHMENT 1 – VENDOR QUOTATION FORM

RFQ Number: CL01

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs):

Base period: December 01, 2023 – November 30, 2024

Item	Description	Qty	Unit Price	Total per year
001	Daily cleaning services (Peace Corps office and occasional cleaning of Peace Corps leased properties) inclusive of VAT and all other applicable charges including any equipment, uniforms, and/or supplies	Per month		

Option 1 period: December 01, 2024 – November 30, 2025

Item	Description	Qty	Unit Price	Total per year
001	Daily cleaning services (Peace Corps office and occasional cleaning of Peace Corps leased properties) inclusive of VAT and all other applicable charges including any equipment, uniforms, and/or supplies	Per month		

Option 2 period: December 01, 2025 – November 30, 2026

Item	Description	Qty	Unit Price	Total per year
001	Daily cleaning services (Peace Corps office and occasional cleaning of Peace Corps leased properties) inclusive of VAT and all other applicable charges including any equipment, uniforms, and/or supplies	Per month		

Option 3 period: December 01, 2026 – November 30, 2027

Item	Description	Qty	Unit Price	Total per year
001	Daily cleaning services (Peace Corps office and occasional cleaning of Peace Corps leased properties)	Per month		

	inclusive of VAT and all other applicable charges including any equipment, uniforms, and/or supplies			
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Option 4 period: December 01, 2027 – November 30, 2028

Item	Description	Qty	Unit Price	Total per year
001	Daily cleaning services (Peace Corps office and occasional cleaning of Peace Corps leased properties) inclusive of VAT and all other applicable charges including any equipment, uniforms, and/or supplies	Per month		

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any):

Quoted Payment Terms:

Quoted Additional Terms and/or Conditions:

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____